

# Activity Report & SoTN

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FM Workshop

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# ACTIVITY REPORT

# Internal Board work

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- Preparing internal cash flow management tools;
- Working with the different areas on the budget for the year;
- Preparing the revision of the budget;
- Preparing invoices for the different projects.

# Network Management

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- Creation of communication channels with the FM Officers of the Network;
- Preparing introductory calls with the FM Officers;
- Having regular open calls with the FM Officers;
- Contact with coaching countries - ELSA Armenia, ELSA Finland, ELSA Lithuania, ELSA Montenegro, ELSA Portugal and ELSA Slovenia;
- Having meetings with ELSA Groups regarding assistance in the Financial Management Area.



# Financial Management

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- Calculation and invoicing of the Membership Fee for the term 2021/2022;
- Daily bookkeeping, accounting and invoicing;
- Updating the list of debtors of ELSA International;
- Contacting previous terms debtors and arranging payment agreements

# Financial Strategy

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- Opening call for the Working Group on Financial Strategy;
- Working with the Working Group on Financial Strategy on the priorities and goals of our next financial strategy.

# ELSA Development Foundation

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- Registration of the new EDF Board of Directors;
- Drafting of the new Statutes and Standing Orders of the EDF;
- Calculation and invoicing of the Contribution fee for the term 2021/2022;
- Appointing a Director for EDF;
- General administration of the Foundation.



# Grants

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- Appointment of the Grants Department;
- Regular meetings with the Grants Department to plan the year and set tasks to do during this term;
- Submitted and application for the EYF Grant;
- Researching of new possible grants for ELSA International;
- Preparing updates for the Grant's Handbooks.



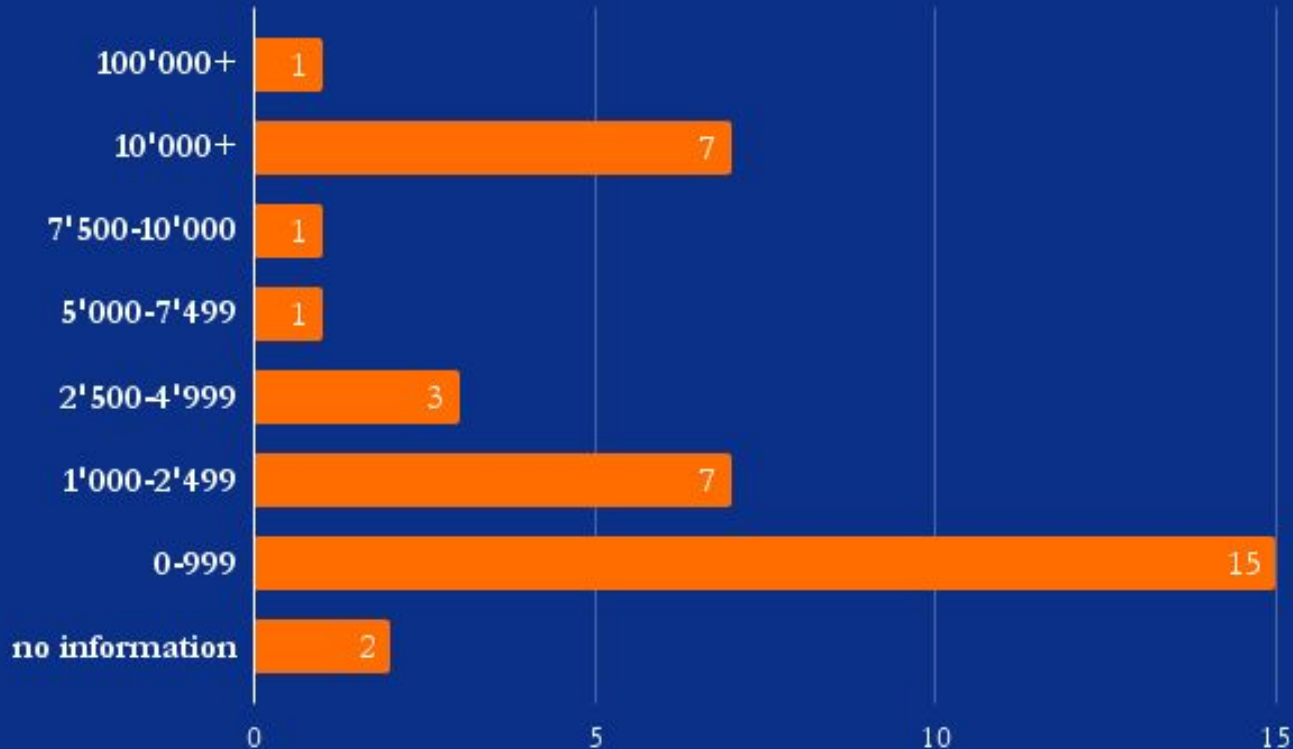
# Q&A

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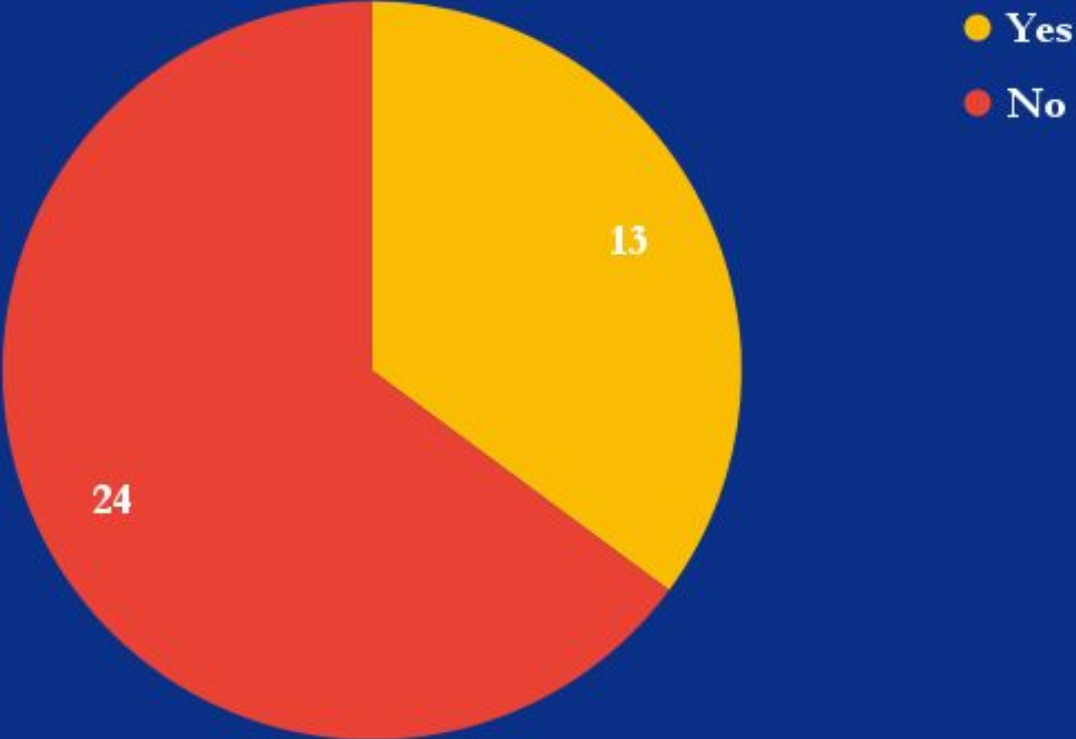
**SOTN**

## 20. How much is the “Annual General Income” of your National Group gathered in the immediate previous financial year expressed in EURO?



# 21. Have you ever applied for EDF?

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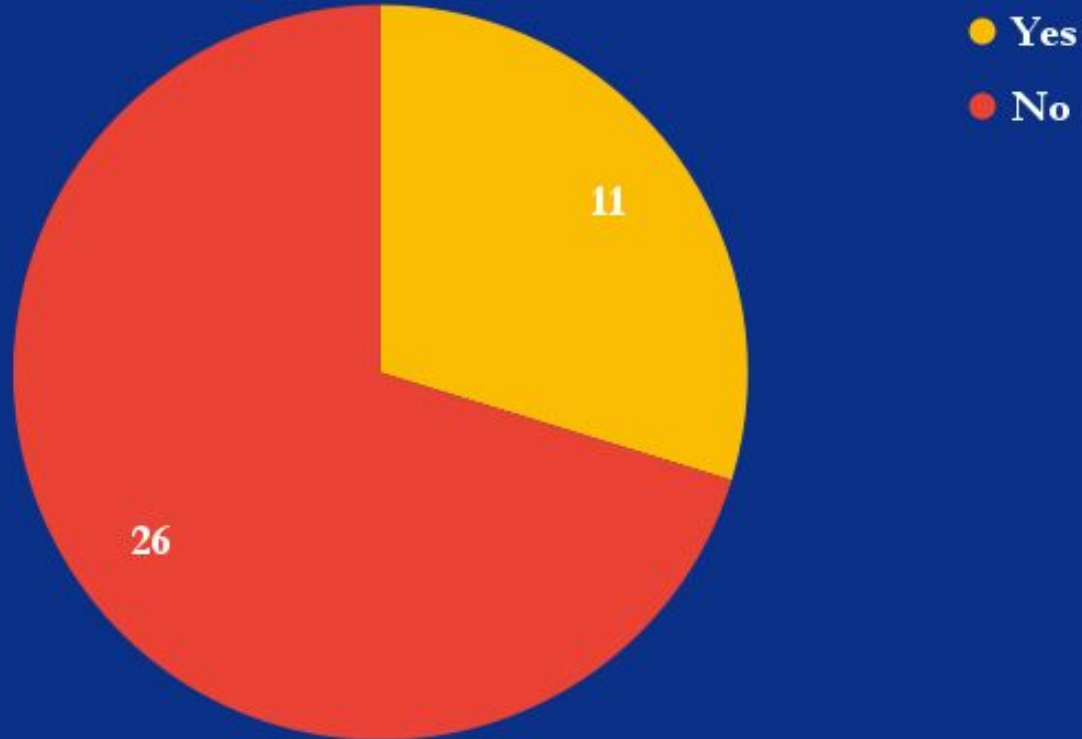
## 21-A. If your answer was no, why?

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- no need / no losses (x13)
- don't know how to apply (x3)
- other (x3)
- don't know what EDF is (x2)
- national EDF
- never gotten it

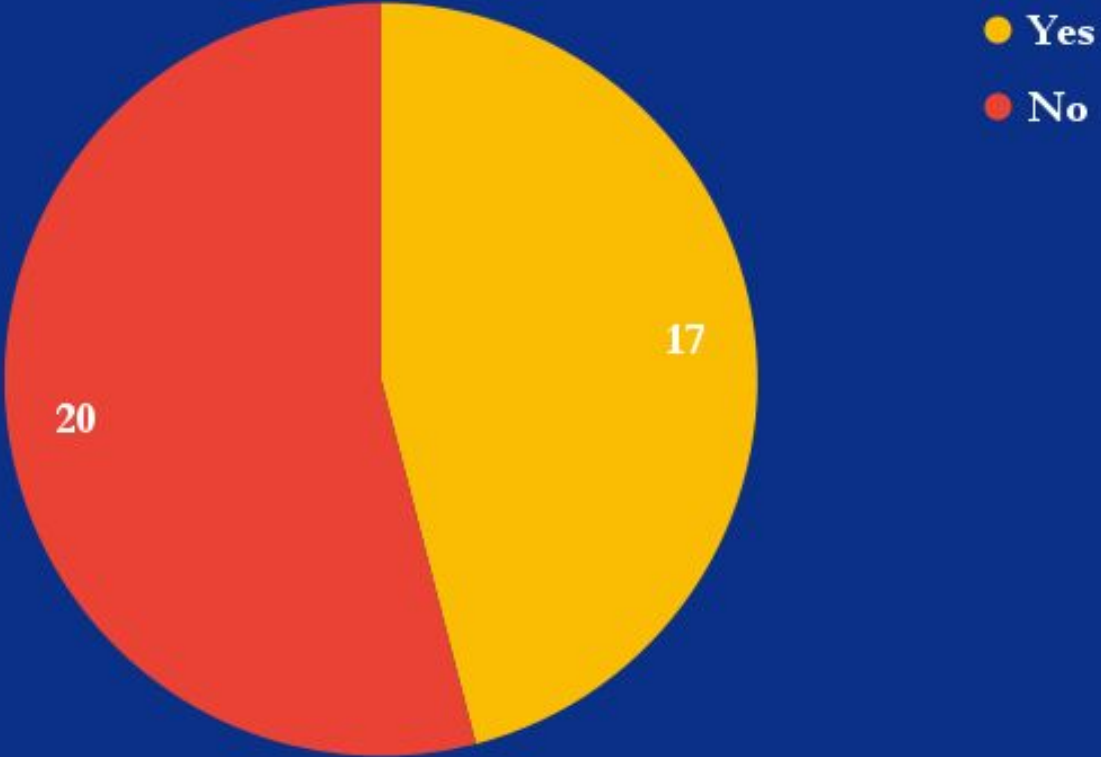
## 22. Do you have Funds or Foundations in your National Group?

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# 23. Does your National Group apply for Grants?

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## 24. How do you think the Grants Database can be improved?

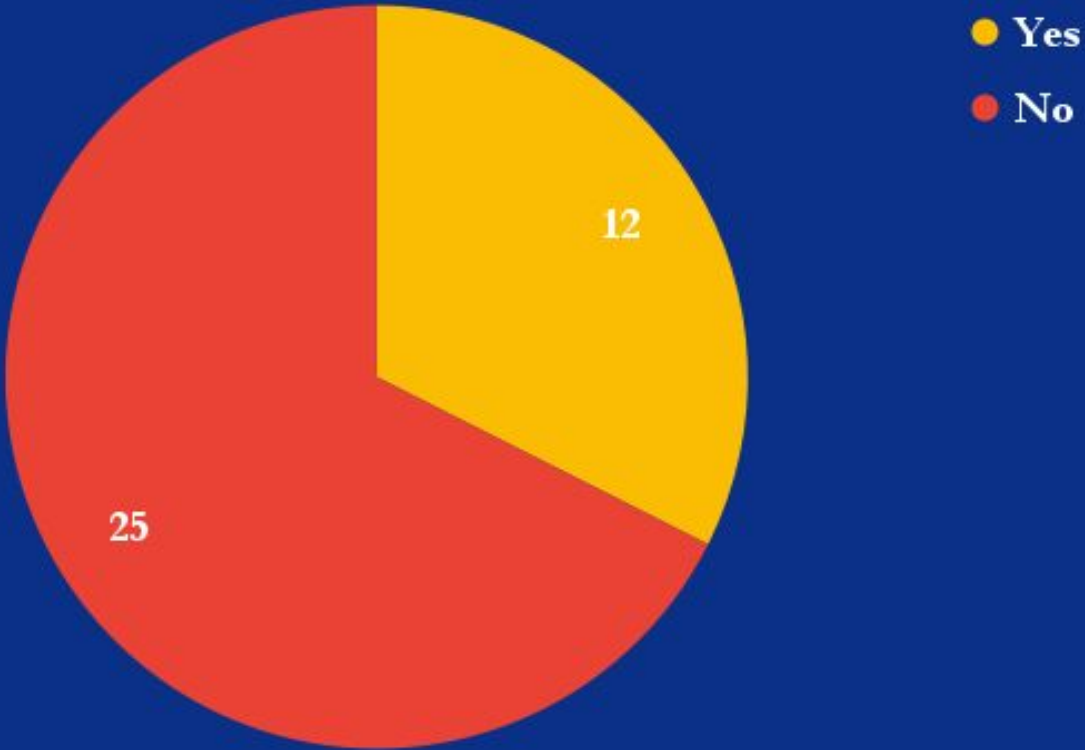
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- grants targeted / listed for specific countries
- organise grants in categories
- update it / add more grants
- make the database more known
- it's fine as it is (x2)



# 25. Do you currently use a bookkeeping programme?

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## 25-A. If yes, please provide the name of the programme.

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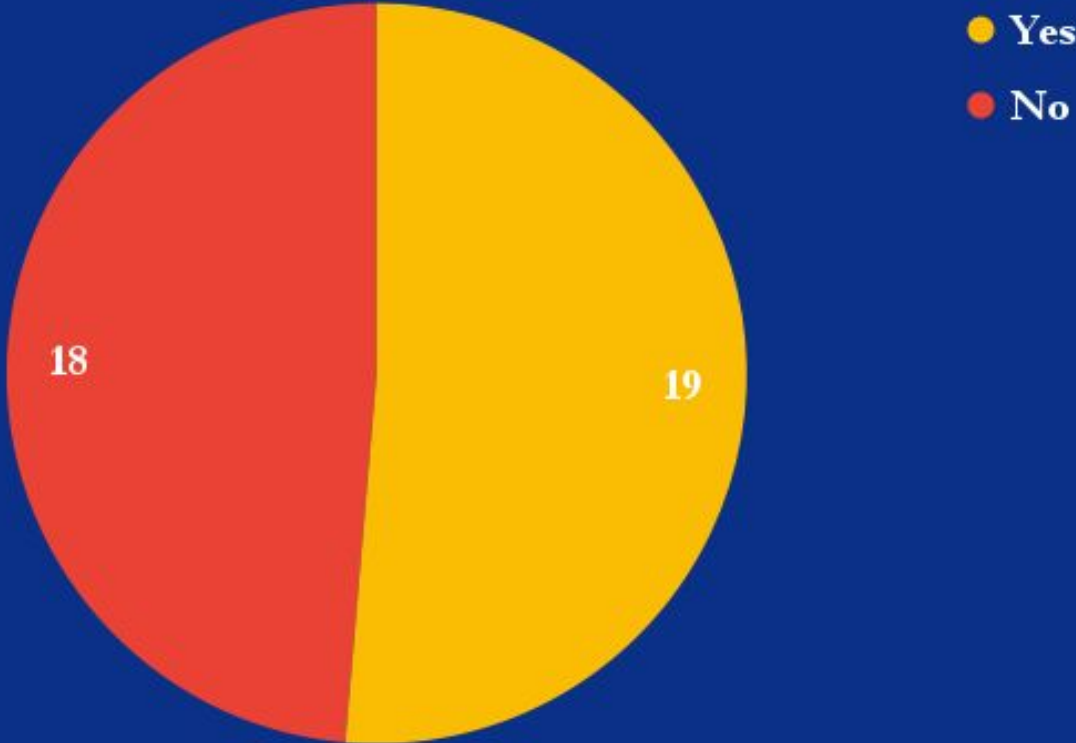
- Excel (x5)
- Fiken
- Lúčko
- Tilitin
- Fortnox
- Starmoney Business
- Terzo Settore InCloud

## 26. How do you think FM Toolkits and Materials in the Officers' Portal can be improved?

- transition checklist
- help forum
- more templates / excel sheets (x4)
- video tutorials
- better handbook for bookkeeping
- calculator for EDF and membership fees
- easier form for EDF
- they are good as is (x9)

# 27. Does your National Group have Auditors?

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# Q&A

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